

## Keyboard shortcuts

Create new invoice	Ctrl + I
Delete cheque, invoice, transaction, or item from list	Ctrl + D
Find transaction	Ctrl + F
New invoice, bill, cheque or list item in context	Ctrl + N
Open Chart of Accounts	Ctrl + A
Open Customer Centre (Customers & Jobs list)	Ctrl + J
Open Help for active window	F1
Open memorised transaction list	Ctrl + T
Open transaction journal	Ctrl + Y
Print	Ctrl + P
QuickReport on transaction or list item	Ctrl + Q
Write new cheque	Ctrl + W

\*QuickBooks 2012 technical support is included for 30 consecutive days from first-time registration. First-time registration must be completed within 30 days of purchase. UK only, see terms and conditions inside software. Intuit reserve the right to limit the length of the telephone call.

†24/7 access is subject to occasional downtime due to systems and servers maintenance.

PN 700367

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## Already a QuickBooks user?

If you already have an older version of QuickBooks installed, see our Upgrade Guide at [QuickBooks.co.uk/2012upgrade](http://QuickBooks.co.uk/2012upgrade) for details on how to upgrade and continue using your existing data.

## Register your copy of QuickBooks

Once you have opened QuickBooks, click the **Help** menu and select **Register QuickBooks**. You must register the product within 30 days of installation.\*

## Need help with QuickBooks?

Remember, we're here to help you. You can get in touch in a variety of ways.



**FREE** technical telephone support for **30 days\*** on **0808 168 9535**. Our help centre is open 8am to 8pm, Monday to Friday.



**FREE** online self-help support available 24/7† at [QuickBooks.co.uk/support](http://QuickBooks.co.uk/support).



**PLUS** in-product support within your QuickBooks, including video tutorials and a Live Community forum.

## Are you outside the UK?

If you're not currently in the UK, please visit <http://support.intuit.co.uk/quickbooks/contact/index.jsp>

intuit®

QuickBooks®  
EASY ACCOUNTING FOR SMALL BUSINESS

SimpleStart  
Guide

Open me for  
more info!

# Time-saving tools for your business made easy with QuickBooks®.

## Welcome to QuickBooks.

QuickBooks will help you see your finances in a whole new way: clear, organised, managed. Whether you're a seasoned entrepreneur or starting up your very first business, QuickBooks is your solution for efficient financial management.

### 1 Install QuickBooks in 3 easy steps

1. Shut down all running programs.
2. Insert the QuickBooks CD into your CD-ROM drive.

If installation does not start automatically:

- Click **Start** from your Windows menu.
- Choose **Run**.
- Type **D:\seteup.exe** (Where "D" is your CD-ROM drive).
- Click **OK**.

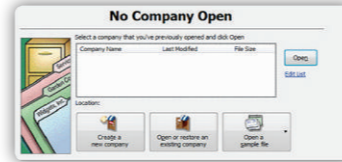
3. Follow the on-screen install instructions.

To start QuickBooks, double-click the QuickBooks icon on your desktop, or click the Windows **Start** button and then select **QuickBooks** from the Programs list.

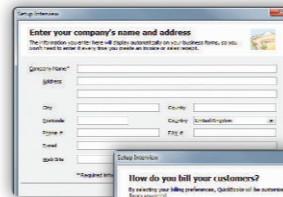
### 2 Setting up your company

Get your company set up and ready to go easily on QuickBooks by following these simple steps:

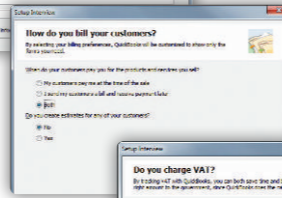
1. Click **Create a new company**.



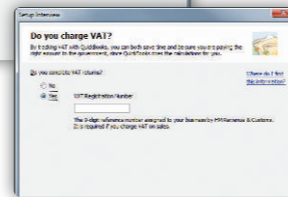
2. Complete the 3 step Setup Interview.



- Enter your company's name and address.

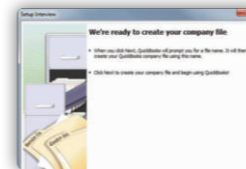


- Tell us how you bill your customers.



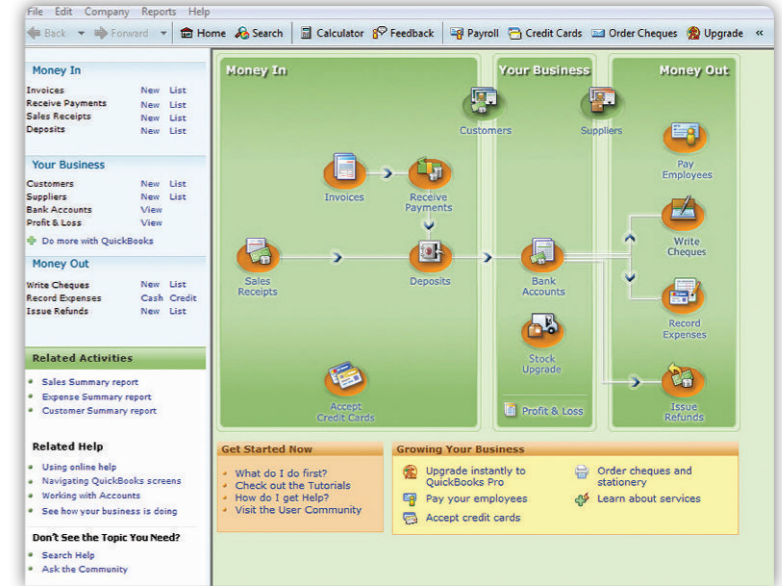
- Tell us if you charge VAT.

3. You're then ready to create your company file.



### 3 Get started

Once your company file has been created, you can use the Home page to navigate through some of the more commonly used features.



Should you need to change any of the company information you completed during the Setup Interview, you can do so by choosing **Company Information** or **Preferences** from the **File** menu.